



## Topic 1.2

# Career Information Management

C I M



# PURPOSE

- Provides a basis for establishing/managing a Career Development Program.\*
- Set a minimum standard for retention program
  - To implement you need to use all the command resources by decentralizing the Career Development Team
  - Unit / Division / Work Center counselors take on the responsibility for counseling
- Make full use of the chain of command
  - Increased credibility for the chain of command
    - Provides an increase in counseling of supervisory personnel



# IMPORTANCE OF TRAINING THE CAREER DEVELOPMENT TEAM

- Increase efficiency of command retention efforts
- Team members will know their responsibilities
- Increases the credibility of Career Development Team



# ROLES & RESPONSIBILITIES

of key members of the Career Development  
Team

## Commanding Officer

- Senior Career Counselor - ultimately responsible for establishment of a formal CIM

## Executive Officer (or staff equivalent)

- Ensure policies of Commanding Officer are published and enforced
- Ensures Retention Team receives 1 day CDTC.
- Establishes & Monitors effective command CIM system.



# ROLES & RESPONSIBILITIES

of key members of the Career Development  
Team

## • Command Master Chief / Senior Enlisted

Works closely with CCC on advising CO/XO on the direction, execution, and effectiveness of CIM

- Responsible for overall effectiveness of Sponsor and Indoctrination Program, Check-in Process, and CDB



# ROLES & RESPONSIBILITIES

of key members of the Career Development  
Team

- Department Head, Division Officers and Supervisors
  - Oversees the Departmental Career Development Program
  - Screen Department / Division personnel for upward mobility



# ROLES & RESPONSIBILITIES

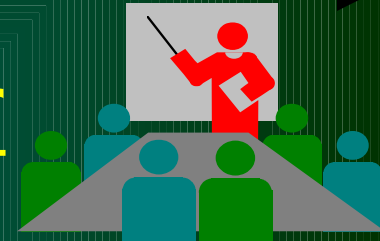
## of key members of the Career Development Team

- Command Career Counselor

- Career Information Manager

- Principal advisor to CO for retention

- Report directly to CO/XO for career issues





# ROLES & RESPONSIBILITIES

## of key members of the Career Development Team

- Unit/ Departmental/ Divisional Career Counselor
  - Conduct interviews and report results
  - Keep chain of command informed of assigned personnel career intentions
  - Screen training / service records





# PERSONNEL SUPPORT FUNCTIONS

- Personnel Support Activity Detachment (PSD), Disbursing, Medical, Public Affairs Office,
- Legal, Ombudsman, Fleet & Family Support Centers



# CAREER DEVELOPMENT TEAM MEETINGS

- Purpose

- Allows for distribution of information, gathering information, decision making, or problem solving



# CAREER DEVELOPMENT TEAM MEETINGS

- Frequency

Monthly - Tailored to a particular group with the same common interest

Quarterly- Conduct Command Retention Team Meetings, W/ CO, XO & CMC

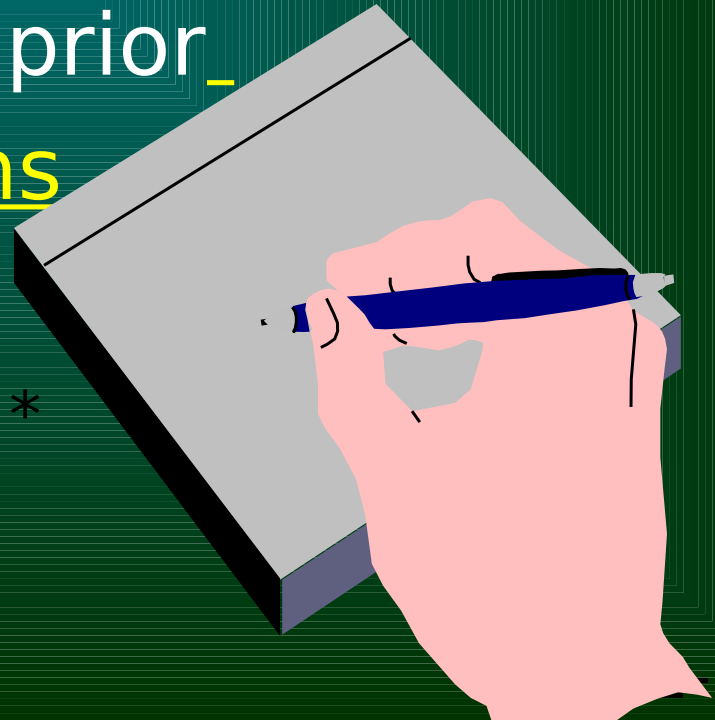


# PREPARATION FOR MEETING

## AGENDA

### Agenda distribution

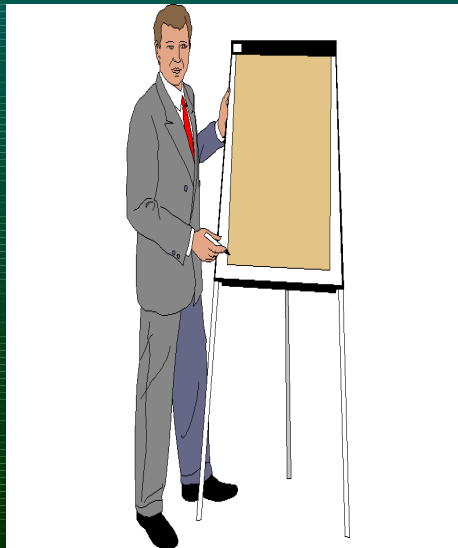
- Consider distributing a written agenda to members 2-3 days prior\_
- Required Agenda items
- Review Loss tracking\*
- Any chits still pending\*
- Gains\*





# CONDUCTING THE MEETING

- CCC is the chairperson
- Leads discussion
- Maintains the focus
- Minutes





# PERSONNEL ENTRY SYSTEM

- To guarantee that the career information needs of all newly reporting members and family members are met
- Sponsor & Indoctrination
- Check-in process
- Career Development Board





# INTERVIEW/CDB SYSTEM

- ***Purpose***

- To allow CCC to schedule and monitor all board information.\*

- ***Tickler system***

- Fully Automated

- NSIPS
- NTMPS
- CIPM software

- Semi-automated

- Word processing database

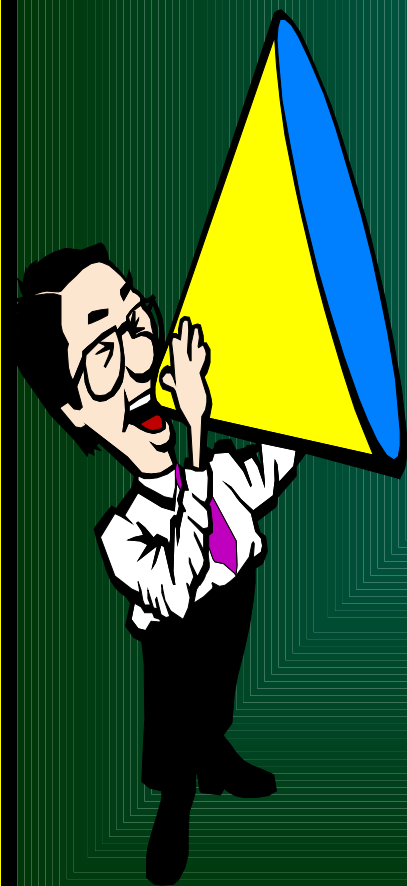
- Manual

- Card system
- File folders



# COMMUNICATIONS SYSTEM

- Communication is the KEY!
- Use newsletters, boards, POD, POM
- Website







# LOSS TRACKING SYSTEM

- Developed to ensure all personnel are counseled approaching EAOS, EOS, PRD & HYT\*
- Identify 12 months out



# PROGRAM EVALUATION SYSTEM

- Management tool to provide commands with evaluation of programs and support
- Command diagnostic
- Incorporate with Command EO



# PROGRAM MANAGER

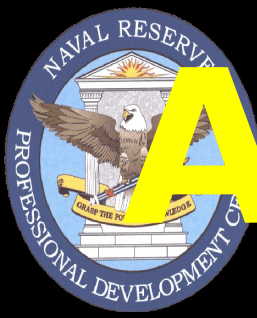
- **Managing the Program**

- Provide 30% of counseling\*
- Provide statistics

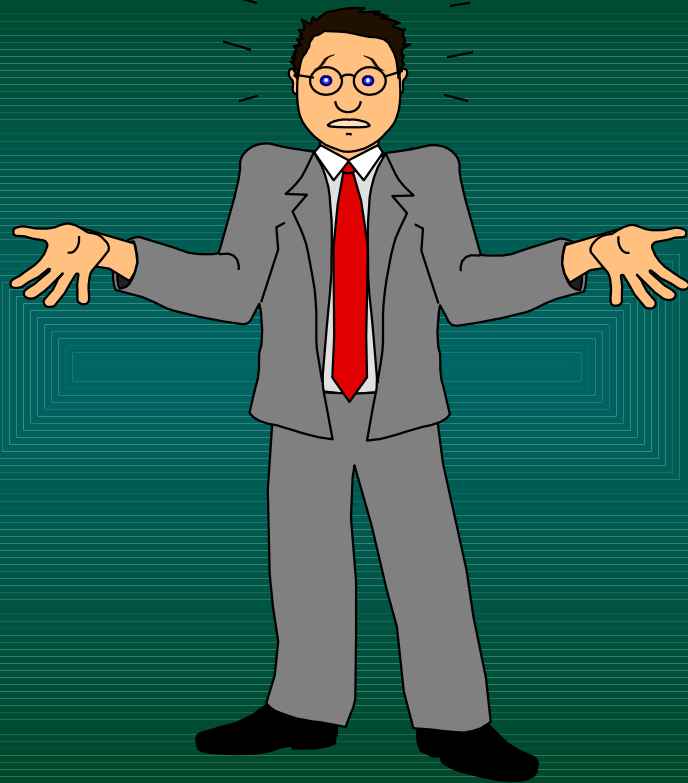


# RECOGNITION FOR ACHIEVEMENTS

- Short news article
  - Reenlistment / Retirements / Promotions
- Fleet Home Town New Release



# Any Questions



On CIM

1-2-21